



THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Urban Forest Strategy Update

**File No.:** 1845-20  
**Date:** June 7, 2018

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### PURPOSE:

To update Council on the Urban Forest Strategy with emphasis on consultation events beginning later this month.

### BACKGROUND:

At the July 4, 2017 meeting Council directed staff to proceed with issuing a Request for Proposal and implement an Urban Forest Strategy. Staff advertised the Request for Proposal in February 2018 and subsequently engaged the services of Diamond Head Consulting ([www.diamondheadconsulting.com](http://www.diamondheadconsulting.com)). The goals of the Strategy are to establish baseline information about Courtenay's urban forest, formulate a community-informed vision for the urban forest and identify strategies and actions to achieve the vision.

### KEY CONSIDERATIONS:

The Urban Forest Strategy is structured into three distinct and sequential phases:

1. Inventory
2. Community visioning and goal setting
3. Action planning

Inventory and analyses of Courtenay's urban forest is underway and information is now available to share with the public in order to conduct the community visioning and consultation phase of the project.

The public consultation strategy is as follows:

- Stakeholder meetings with each the local development industry and the nature conservation community on June 25.
- Public workshops the evening of June 25 from 7-9pm and afternoon of June 26 from 1-3pm (location to be confirmed).
- An on-line survey with interactive 'story-map' functionality to be available throughout the summer (a GIS supported story-map allows for individuals to submit comments and photos in relation to a map). A dedicated project webpage will be created on the City's website.
- A public open house after the summer.

Diamond Head Consulting will be providing an update to Council on the project at the June 25 Committee of the Whole meeting. The update will include opportunity for Council to share ideas and ask questions about the project.

Following the consultation phase the consultant will work with staff to draft the vision, targets and action plan to achieve the Strategy goals. The draft Strategy will be provided for public viewing and feedback in the fall when a public open house will be held. Anticipated project completion is fall 2018.

The budget for the project includes \$75,000 from the City of Courtenay 2017 budget and a \$10,000 provincial Infrastructure Planning Grant.

Prepared by,

A handwritten signature in black ink, appearing to be 'I. Buck', written over a faint horizontal line.

Ian Buck, MCIP, RPP  
Director of Development Services